

## **2017-2018 Erasmus+ Traineeship Mobility Application Procedures**

**WARNING:** During Erasmus+ application process, please use only your e-mail addresses ending with **itu.edu.tr**. You could only register into online application system with your **itu.edu.tr** addresses.

**Application Schedule:** - 03 April – 17 April 2018

- Click on the link to fill out online application form.
- <http://erasmusapp.itu.edu.tr/Account/Login.aspx?pid=2035&ReturnUrl=%2F>
- Online application form and other required documents which are explained below must be delivered to Erasmus Office personally every day 9:00-11:00 and 13:00- 16:00 within application period.
- Application process ends at 16:00 on 17 April 2018 and online application system closes at 13:00 on the same day.

### **Application Criteria**

- Anyone who is registered as a full-time student at ITU (except undergraduate/graduate students in English preparatory class)
- Previously selected students who did not engage in any Erasmus student exchange and cancelled (withdrew) their applications by following cancellation procedure. (However, based on the rules of the National Agency, the students, who were selected for an earlier selection period at the same education level (i.e., cycle 1, cycle 2, cycle 3) but could not/did not participate in Erasmus exchange without proving any force majeure, are subjected to 10 points of reduction on their final application scores for each exchange they did not participate.)
- Students who applied for Erasmus exchange in a previous application period but were not selected/placed
- Students, who participated in Erasmus exchange with grant support in a different education level, can participate in Erasmus exchange once again without facing any penalties. However, based on the rules of the National Agency, the students, who were selected for an earlier selection period at the same education level (i.e., cycle 1, cycle 2, cycle 3) and participated in Erasmus exchange (regardless of either in a student mobility or a traineeship mobility), are subjected to 10 points of reduction on their final application scores for each exchange they have participated. The rule of “10 points reduction” is not applied to the students who took part in an Erasmus exchange while they were studying in a previous education level. It is applied for students who previously participated in Erasmus exchange at the same education level.
- Students who intend to participate in Erasmus exchange in the country of their citizenship (10 points will be deducted from their final scores if the student prefers his/her home country in the preference list)

- Disabled students: 10 points will be added to those students who provide official health report from the hospitals authorized by Turkish Ministry of Health during their application
- Children of martyrs/veterans: According to Article 21 of Anti-Terror Law (Act No: 3713 on 12.04.1991), 15 points will be added to the final scores of those students who can provide both the original and the copy of the official Martyr/Veteran Family card issued by the Ministry of Family and Social Policy.
- GPA score must be minimum 2.20 out of 4.00 for undergraduate students and 2.50 out of 4.00 for graduate students.
- Foreign language score must be at least 45. Language proficiency document must be one of the documents announced in the link: <http://erasmus.itu.edu.tr/Icerik.aspx?sid=13544>
- The applicant is supposed to complete his/her first semester of the bachelor degree at least.
- Erasmus+ traineeship mobility right can be used within 12 months following your graduation.

### **Application Documents**

#### **1) Online application form**

\*Online application form will be available in the afternoon on **03 April 2018**.

Please do not forget to sign a printout of the form after filling the form and clicking on "Complete the Application Process"" button.

#### **2) Language Proficiency**

Language proficiency document must be one of the documents announced in the link: <http://erasmus.itu.edu.tr/Icerik.aspx?sid=13599>

#### **3) Current Transcript**

Students who have just registered to MSc or PhD programs must bring the 2017-2018 spring transcript even if it does not include any scores. These students have to bring the transcript of their previous cycle as well.

#### **4) Acceptance letter or the confirmation e-mail for traineeship.**

The letter must cover:

- The statement that mobility will be in the framework of Erasmus+ traineeship exchange
- Date range and subject of the traineeship
- Name and place of firm that the traineeship would take place
- Name and position of responsible person

**NOTE: Please apply with your current transcript and highest language score. You can not do any changes after you submit application documents.**

Based on the feedback we have received from our students up to the present day, we highly recommend you to take following suggestions into consideration before applying to the mediators: Try to receive an acceptance by chatting with professionals in your area, searching for the names of the institutions you are dealing with in your courses and the country / city names you plan to go in the internet and sending e-mails to as many institutions as possible. You can also consult the ITU Graduate and Career Office about where you can apply.

### **Placement and Declaration of the Results**

Student placement would be done according to the criteria in this document and the principles which are mentioned in the 2017 Erasmus+ handbook, published by Turkish National Agency. **Maximum 30% of the total outgoing traineeship students would be graduate while the rest 70% would be undergraduate. Students can apply from any faculty or institute of ITU.** The quotas are not distributed between the departments.

2017-2018 **final score** of the applicants would be evaluated according to the criteria below:

**GPA:** %50 ([Click to see the equivalent of your GPA in centenarian\(X/100\) system](#))

**Language Score:** %50\* (The score on delivered document)

\*\*\* Students, who benefited from Erasmus exchange with grant support in a different education level, can participate in Erasmus exchange once again without facing any penalties. However, based on the rules of the National Agency, students, who were selected for an earlier selection period at the same education level (i.e., cycle 1, cycle 2, cycle 3) and participated in Erasmus exchange (regardless of either in a student mobility or a traineeship mobility), are subjected to 10 points of reduction on their final application scores for each exchange they have participated. The rule of “10 points reduction” is not applied to the students who took part in Erasmus exchange while they were studying in a previous education level. It is applied for the students who previously participated in Erasmus exchange at the same education level. Students who have been placed before and have not applied a cancellation procedure are also in this group.

- Students who intend to participate in Erasmus exchange in the country of their citizenship (10 points will be deducted from their final scores if the student prefers his/her home country in the preference list)
- Disabled students: 10 points will be added to those students who provide official health report from the hospitals authorized by Turkish Ministry of Health during their application
- Children of martyrs/veterans: According to Article 21 of Anti-Terror Law (Act No: 3713 on 12.04.1991), 15 points will be added to the final scores of those students who can provide both the original and the copy of the official Martyr/Veteran Family card issued by the Ministry of Family and Social Policy.

2017-2018 Erasmus Traineeship Mobility Candidate Students List will be announced at <http://www.erasmus.itu.edu.tr/> including final scores of the students latest on **18 April 2018**. The most successful **20** students according to the criteria above will be funded. The rest of the list will be called as reserve list. The students in reserve list could make traineeship in the framework of Erasmus+ without having fund, regardless of their order in the list.

Selected students have to bring the *learning agreement for traineeship* signed by all parties to Erasmus Office at 16:00 till **18 May 2018**. In the opposite case, one student from the reserve student list will be asked to gather requested documents and will be funded. Failed ones are considered as cancellation of mobility right.

### **Important to Know Before Application**

- Traineeship Mobility can last for at least 2 months and up to 12 months. ITU will fund max. 3 months of mobility.
- Traineeship mobility has to end latest on 30 September 2018.
- The decision of how long of student's voluntary or compulsory traineeship will be recognized and how long he/she can do traineeship at most will be given by Faculty Board of Directors.
  
- Training programs must be related to the department that the student is registered and should contribute to students' expected professional life. Learning Agreement for Traineeship has to be confirmed by Erasmus Program Coordinator for graduate students and the Head of Faculty Traineeship Commission for undergraduate students. For this reason, please choose the place you will do your traineeship by taking this into consideration. Having the signature on learning agreement does not guarantee that the Erasmus traineeship will be recognized in place of compulsory traineeship at ITU. So, when choosing your place of traineeship training section, you should certainly consult the traineeship commission of your faculty to find out whether they will recognize the traineeship or not.
  
- Please be aware that *graduate students cannot participate in the mobility with the aim of doing their or any other ones' thesis research/study*. Doing thesis research during master or doctorate is supposed to be in the framework of student study exchange.
  
- Quotas are not defined for any specific department or institution. Students with the highest scores will be provided with the grant. Students are obliged to find an appropriate firm and get acceptance before they apply to ITU.

**Reminder:** Completion of the trainings organized by ITU Occupational Health and Safety Unit is obligatory for students before traineeship begins.

**Warning:** Undergraduate students must have a traineeship record at ITU Portal at least **30 days** before performing traineeship mobility. In this way, necessary insurance procedures will start. Since there is no traineeship in the compulsory program requirements for graduate students, it is not possible for ITU to carry out insurance issues. For this reason, graduate students are not supposed to register their traineeship at ITU Portal. Similarly, students who will do traineeship after their graduation do not need/cannot register their traineeship at ITU Portal).

### Process After Announcement of Erasmus+ Selected and Standby Student List

Erasmus Office announces the list of students who can participate in Erasmus+ Traineeship Mobility as Selected Candidate (with grant) and Standby (without grant) by evaluating all applications.

- It is mandatory that all students who would like to participate in Erasmus+ with or without a grant support have to fill out **Learning Agreement for Traineeship** and gather all the necessary signatures one month after the announcement of list.
- All undergraduate students who would like to participate in Erasmus+ with or without a grant support should make entries about their traineeships into ITU Portal when the list is announced.

Keep in mind the following when registering into ITU Portal:

- Check the related box if all or a part of your traineeship is recognized as compulsory.
- Check the box that states that mobility is in the framework of Erasmus+.
- After filling out the agreement documents in ITU Portal and getting signature from Traineeship Commission of your Department, agreements should be submitted to the approval of Faculty Board of Directors. Approved documents should be reloaded into ITU Portal following approval of Faculty Board of Directors.
- Submit the wet signed version of **Learning Agreement for Traineeship** by all parties to Erasmus Office.
- When you complete submission process, Erasmus Office will enter the info about your grant status (with or without a grant support) into ITU Portal and your process for insurance operations will start. This process should start at most 15 days before the beginning of your traineeship.

### Details of Learning Agreement For Traineeships

**\*\* LEARNING AGREEMENT FOR TRAINEESHIPS document could be reached:**

[http://ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships\\_en.pdf](http://ec.europa.eu/education/opportunities/higher-education/doc/learning-traineeships_en.pdf)

This document must be meticulously filled. In order to fill out this document, please work with host institution.

Please fill out sending institution information as:

|                              |   |                                    |                                     |
|------------------------------|---|------------------------------------|-------------------------------------|
| Name                         | Istanbul Technical University   | Faculty                            | your info                           |
| Erasmus code (if applicable) | TR ISTANBU04  | Department                         | your info                           |
| Address                      | İTÜ Avrupa Birliği Merkezi, Erasmus Ofisi, Ayazağa Kampüsü, Otomasyon Binası, K:2, Maslak/İstanbul, 34469 | Country, Country code <sup>i</sup> | TURKEY, TR                          |
| Contact name                 | Emel Kanbur   | Contact E-mail / phone             | erasmus@itu.edu.tr<br>+902122857183 |

- We also write which days of the week you will be doing your traineeship in Table A in an appropriate space.
  - Count your working days in the calendar to calculate how many ECTS credits you have made in Table B. For example, if a student who has an acceptance for the interval 15.06.2018-15.08.2018 and plans to do traineeship only on weekdays, 44 workdays will be completed at the end. The grant is paid according to the date interval on the student admissions letter, means two months in this example. However, the ECTS must be accounted based on 44 days. The 20-day traineeship is defined to be equal to 6 ECTS by the ITU Senate. In this example, the student will earn 13 ECTS (it is generally not preferable to use fractional numbers in ECTS, round to the nearest integer number).
    - *Lets assume that 20 days of the mobility is recognized by your Faculty Traineeship Commission. For this case, you need to fill the part **'embedded in the curriculum'**; equals to 6 ECTS.*
    - *If you have completed all your required traineeships or this type of your traineeship is not the one you need, your mobility is called **'voluntary'**, equals to 13 ECTS.*
    - *If you perform your mobility after your graduation, you will fill the **recent graduate** part and won't get ECTS.*
  - All three conditions above will be registered to Europass Mobility Document.
  - The part about the accident insurance in Table B must be marked by the undergraduate students as "made by the sending organization" (you start your insurance process by logging into ITU Portal). For graduate students, if insurance for the student is not made by the counterpart, the student must do it.
  - We would like to draw your attention that you are responsible for 3 types of insurance when you perform traineeship mobility. Liability insurance (you are responsible for the damages you may incur during work), accident insurance (for accidents that may harm you at work) and travel-health insurance (for possible health problems abroad).
  - At this stage, we expect you to fill in 'before mobility' part of the training mobility contract.
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